

*Christopher L. Austin*  
*Clerk*



*United States Bankruptcy Court*  
*Eastern District of Wisconsin*  
*Office of the Clerk*

*126 U.S. Courthouse*  
*517 E. Wisconsin Ave.*  
*Milwaukee, WI 53202-4581*  
*414-297-3291*  
*FAX 414-297-4040*  
*www.wieb.uscourts.gov*

## **REQUIREMENTS FOR FILING A CREDITOR MATRIX**

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail or computer disks. Disks will be returned to the submitting party along with a print of the matrix. It is not necessary to file a verification of the creditor matrix in this district.

### **E-Mail Guidelines**

1. The subject line must contain the debtor's name.
2. The e-mail address is: [wieb\\_matrices@wieb.uscourts.gov](mailto:wieb_matrices@wieb.uscourts.gov)
3. Only one matrix is to appear in each e-mail.
4. Adhere to the 7 items listed below for **Information Contained in the File**.
5. Adhere to item 3 listed below for **Disk File Format**.

### **Disk Guidelines**

1. Submit a 3 ½ inch or CD-ROM disk.
2. Only **one** matrix is to appear on each disk.
3. Label the exterior of the disk with the debtor's last name and creditor count.

### **Disk File Format**

1. File must be named: **matrix**
2. Acceptable Formats:
  - a. ASCII dos text
  - b. WordPerfect 6 or higher
3. **Do not include** the following names on the creditor matrix file:
  - a. Debtor/Joint Debtor,
  - b. Attorney for the Debtor, or the
  - c. Office of the United States Trustee, for the Eastern District of Wisconsin.

### **Information Contained in the File**

1. Each name/address block must consist of no more than 5 lines total, with one blank line between each name/address block.
2. Each line must consist of no more than 40 characters in length.
3. City, State and zip code must be on the last line. A nine-digit zip code must be typed with a hyphen separating the two groups.
4. Account numbers, if used, must not appear on the first or the last line in an address block.
5. Use upper and lower case type, first letter capitalization of proper names, etc.
6. Do not use a font size smaller than 10 or bold type.
7. Use a single column format with left margin justification. Do not center the name/address block.

### **Paper Format-accepted only in extenuating circumstances.**

1. Adhere to the 7 items listed above for **Information Contained in the File**.
2. Adhere to item 3 listed above for **Disk File Format**.
3. The reverse side of each page of the matrix must include the debtor's last name and page numbering (1 of 2; 2 of 2).
4. Do not use:
  - a. non-standard paper such as onion skin,
  - b. inappropriate size paper (not 8 ½ x11 size),
  - c. colored paper,

- d. unreadable type or print styles such as proportionally spaced fonts,
- e. dot matrix printing,
- f. exotic fonts (such as olde english or script)
- g. extra marks on the list, such as a letterhead, dates, debtor's name, stains, handwritten marks.